

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **308**

PAGE NO. **1.**

1. Requesting Agency

DEPARTMENT OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency

ROSEWOOD STATE TRAINING SCHOOL

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. MINUTES OF THE BOARD OF VISITORS

Size: 14" x 10" x 1", 10" x 9" x 1"
Dates: May, 1888-1949
Quantity: 4 volumes and 2 bundles (total 1 cu. foot)
File Arrangement: Chronological
Annual Accumulation: none

This item includes the minutes of the Board of Visitors and the minutes of the Executive Committee of the Board. The minutes contain a record of the policy decisions, the activities of the Board and its committees, reports to the Board, expenditures of the institution, numbers of patients admitted, etc. The minutes of the Executive Committee were kept by the Secretary to the Board who was required to record the proceedings of the Committee and make them available to the Board at its regular meetings. Minutes of the Board for the period 1888-1915 are bound; typewritten originals of later minutes (1919-1941) are 8 1/2 x 11 unbound sheets. The record copy of the minutes for the period since 1941 has not been located, but an incomplete set has been retained by the Administrative Assistant for the period 1946-1949. The Board ceased to function in 1949.

Minutes of the Executive Committee for the period 1898-1914 are bound. Typewritten originals have been retained in unbound form through 1935. There appear to be no minutes of this Committee after that date. The recommendation below applies to the minutes of both the Board of Visitors and the Executive Committee of the Board.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

George C. Medaugh
Signature

Supl
Title

8/29/57
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

SEP 13 1957

Date

Martin S. Radcliff
Archivist

SEP 16 1957

Date

[Signature]
Secretary

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2.	<p><u>REPORTS TO THE BOARD OF VISITORS</u></p> <p>Size: 8½" x 11" Dates: 1888-1941 Quantity: 1 cubic foot (estimated) File Arrangement: Reports and correspondence are inter-mixed.</p> <p>This item includes records which are related to the Minutes of the Board of Visitors (Item 1). Specifically, these records are: Superintendent's handwritten reports submitted at meetings of the Board of Visitors, 1888-1894; Treasurer's statements and financial reports, 1919-1941; correspondence relating to bequests and other legal matters, 1920-1926; farm reports, 1919-1939; reports and correspondence submitted to the Board for consideration, 1897-1940. Reports later than 1941 have not been located.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO HALL OF RECORDS</p>	
3.	<p><u>SUPERINTENDENT'S GENERAL CORRESPONDENCE</u></p> <p>Size: 8½" x 11" unless stated otherwise Dates: 1896-1915; 1943 - - Quantity: 1896-1915: 3 cubic feet 1943 - - : 12.5 cubic feet (total 15.5 cubic feet) Rate of Accumulation: 2 cubic feet File Arrangement: see below Disposable Amount: 6 cubic feet (estimated)</p> <p>This item includes several general correspondence files created by the Superintendent or his administrative assistant. The files are organized differently depending upon their respective dates of creation. There appears to be no correspondence ante-dating 1896. Correspondence created between 1916 and 1943 has not been located. Specifically, the files consist of: 14 letter-boxes (box files), 1896-1915, which are arranged chronologically and then alphabetically within each box. They contain incoming and outgoing letters from former and prospective employees, family and relations of inmates, persons requesting commitment of a patient, and from parties concerned with the internal administration of the training school. A volume (12" x 10" x ½") of the Superintendent's outgoing correspondence (letter-press copies of handwritten letters) is concerned with applications for commission, inmates, and general administrative matters (1896-1899). The General correspondence file of the administrative assistant to the Superintendent (1943 - -) relates to the internal administration of Rosewood and is with State agencies, Counties, municipalities, welfare organizations, individuals, etc. In addition to this correspondence, the file also contains reports, memoranda, printed material, work sheets, permits, etc.</p> <p>Superintendent's correspondence created during this period (1943 - -)</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p> <p>19 1957</p> <p>SECRETARY</p>

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4. Item No.	<p>5. Description of Records</p> <p>Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.</p>	<p>6. Recommendation of Hall of Records and Board of Public Works.</p>
	<p>consists largely of copies of material which is available in the files of other divisions of the Training School. Superintendent's correspondence relating to individual patients is filed in the Patients' Medical Record file (Schedule 276, Item 1) and is governed by the recommendation for that item.</p> <p>The recommendation below governing correspondence created prior to 1916 is based on the fact that much of the correspondence which concerned individual patients was not filed in the patient's individual Medical Record folder. Furthermore, this file is the only operating file for the period when Rosewood operated independently of the Department of Mental Hygiene. The recommendation for the correspondence created after 1943 is based on the fact that the file contains no material having continuing legal or administrative value and that any material which documents policy is available in the correspondence of the Commissioner of Mental Hygiene.</p> <p>All material in the Superintendent's and administrative assistant's files created after 1943 is governed by the "B" recommendation. The "A" recommendation governs correspondence created prior to 1916.</p> <p>A. RECOMMENDATION: (CORRESPONDENCE CREATED PRIOR TO 1916) RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.</p> <p>B. RECOMMENDATION: (CORRESPONDENCE CREATED AFTER 1943) RETAIN FOR FIVE YEARS AND THEN DESTROY.</p> <p>4. <u>APPLICATIONS FOR COMMISSION</u></p> <p>Size: 8½" x 11" (folded to 8" x 4" and filed vertically) Dates: 1889-1931 Quantity: 3 cubic feet File Arrangement: Numerical by application number</p> <p>This file contains records which are concerned with the commitment of individuals to Rosewood. Both the records of persons actually admitted and those of persons not admitted are found in the file. A majority of the records appear to be concerned with persons who were not admitted. An individual's record may include:</p> <p>Personal Descriptive Blank (8½" x 11"), showing the patient's name, address, physical history and description, diseases, behavior characteristics, skills, name of attending physician, names and address of parents, name of party initiating the application (parent, juvenile court officer, etc.). On the reverse appear occasional notations of patient's disposition, progress after discharge, etc.</p> <p>Incoming correspondence from school attendance officers, doctors, welfare societies, parents, etc.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p> <p>16 1937</p> <p>SECRETARY</p>

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**Certificate of Orphans Court or County Commissioners
(Commitment papers)****Newspaper clippings concerning applicant's prior behavior**

The Register of Applications (Item 5) is an index to this file. The recommendation below applies to both the records of persons actually admitted and those who were not admitted.

RECOMMENDATION: RETAIN PERMANENTLY.**5. REGISTER OF APPLICATIONS****Size: 15" x 15" x 2"****Dates: 1896 - -****Quantity: 3 volumes (1 cubic foot)****File Arrangement: In order of receipt of application****Annual Accumulation: less than $\frac{1}{2}$ cubic foot****Index: In each volume**

Applications for admission to Rosewood are recorded and numbered in the order of the receipt of the applications. The applicant's name, county or city of origin, date of the filing of the application, and remarks appear in columnar form. The Register is an index to the Applications for Commission file (Item 4).

RECOMMENDATION: RETAIN PERMANENTLY.**6. MAIL RECORD BOOKS****Size: 14" x 10" x 1"****Dates: 1902-1918****Quantity: 7 volumes ($\frac{1}{2}$ cubic foot)****File Arrangement: Chronological****Audited by: State**

During the period covered by this record the Superintendent apparently read all incoming correspondence and maintained this set of records as a log of the letters received and answered. Each record book shows the date of the receipt of a letter, from whom received, a short summary of the subject matter, the name of the person answering the letter, the date of the answer, a reference to page numbers of letter books, and remarks--e.g. the amount of money enclosed.

No letter books created during the period 1902-1918 have been located.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.APPROVED BY
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6. Recommendation of Hall of Records and Board of Public Works

7. INDEX TO PATIENTSSize: 15" x 9" x $\frac{1}{2}$ "

Dates: 1908-1912

Quantity: 1 volume

File Arrangement: In order of patient's admission

The Index to Patients is a record of the inmates under care at Rosewood. The entry for an individual inmate shows his name and the names and address of parents or guardian.

RECOMMENDATION: RETAIN PERMANENTLY.

8. HISTORY OF PATIENTS AND PATIENTS' CLOTHING ACCOUNTS

Size: 13" x 10" and 13" x 8"

Dates: 1892-1918

Quantity: 2 volumes

File Arrangement: Chronological

Audit: State

Index: In each volume

The volume for the period 1892-1913 shows the patients' names on separate sheets and includes remarks on character, behavior, and progress (up to 1899). At the back of the book is an account of cash received (1907-1913) for purchases of clothing for inmates or other items for the institution.

A second record book titled "Cash Received" contains a record of cash received for clothing purchases for the period 1914-1918.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS

9. PRIVATE PATIENTS' ACCOUNTSSize: 14" x 12" x 1", 12" x 8" x 1", 15" x 10" x 1",
12" x 10" x 2"

Dates: 1919-1955

Quantity: 4 volumes ($\frac{1}{2}$ cubic foot)

File Arrangement: See below

Audit: State

Index: See below

These volumes contain the accounts of private patients. The cost of the maintenance of these patients was paid from private funds. Very few of these patients were admitted to Rosewood between 1940 and 1950 and none after the latter date. The accounts of all private patients were completely closed in 1955. The maintenance cost of all patients currently under care at Rosewood is paid by various political subdivisions out of public funds. Specifically, these record books are:

1. Two indexed account books for the period 1919-1935. The account book for the period 1919-1923 shows the amount payable for the maintenance of patients for each month. Each patient's account is maintained on a separate page. The account book for the period 1923-1935 lists the names of patients, the revenue received

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5. Description of Records

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6. Recommendation of Hall of Records and Board of Public Works.

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from patients, and the total amount payable for the month.

2. The indexed account book (1935-1955) contains monthly entries for each patient's account, each of which is on a separate page. The folio number and the debit or credit amounts are shown for each monthly period.

3. A cash receipt book for patients' accounts (15" x 10" x 1") maintained for the period 1919-1923 shows the receipts of payment from patients. A few miscellaneous receipts of funds are also recorded.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS

10. GENERAL LEDGER

Size: 15" x 10" x 1"
Dates: 1901 - -
Quantity: 5 volumes (1 cubic foot)
File Arrangement: Chronological
Audit: State

The ledgers contain a summary of all permanent and annual accounts (e.g. miscellaneous revenue, legacies and donations, sale of farm products, maintenance, patients' fees, income from investments, etc.). The summary of each account includes the balance carried forward and notations of funds which may have been transferred from other accounts.

RECOMMENDATION: RETAIN PERMANENTLY.

11. CASH RECEIPTS LEDGER

Size: 15" x 12" x 1"
Dates: 1923 - -
Quantity: 2 volumes ($\frac{1}{2}$ cubic foot)
File Arrangement: Chronological
Audit: State

This record shows the date, payee, the cash amount received, cash sales, payroll from the State Treasurer, special funds, and income from investments. From 1935-1943, patients' fees are recorded. After that date, only institutional receipts are posted.

RECOMMENDATION: RETAIN PERMANENTLY.

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6. Recommendation of Hall of Records and Board of Public Works.

12. ACCOUNTS APPROVED

Size: 14" x 10" x 1"
Dates: 1899-1916
Quantity: 6 volumes ($\frac{1}{2}$ cubic foot)
File Arrangement: Chronological
Audit: State

The Board of Visitors of Rosewood approved certain expenditures. These record books were apparently maintained by the Treasurer and contain a breakdown of the various accounts, the approved items purchased and charged to each account, the amounts paid for the various items, and the voucher number of each payment.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS

13. CASH BOOKS (RECEIPTS - DISBURSEMENTS JOURNAL)

Size: 14" x 10" x 1"
Dates: 1894-1923
Quantity: 4 volumes ($\frac{1}{2}$ cubic foot)
File Arrangement: Chronological
Audit: State

The Cash Book for the period 1894-1899 includes the following entries on the credit side: the date, the name of the payee or vendor, the type of item bought (which includes payroll expenditures), and the item balance on hand. On the debit side appear: the amounts of cash on hand and other funds received. Later records carry basically the same information with more detail: credit side showing the date, payee, the ledger folio, the voucher number, the amount of the voucher, and total amount; debit side showing the amount of state appropriation, amount subscribed or donated, miscellaneous receipts, and totals. Receipts are currently recorded in the Cash Receipts Register.

RECOMMENDATION: RETAIN PERMANENTLY.

14. DISBURSEMENTS CONTROL

Size: 14" x 12" x 1"
Dates: 1924-1934
Quantity: 1 volume
File Arrangement: Chronological within each month
Audit: State

This record contains daily entries showing the balance carried forward, the check number, the amount of the check covering the disbursement.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS

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15. CASH DISBURSEMENTS DETAIL

Size: 14" x 12" x 1"
 Dates: 1923 - 1933
 Quantity: 1 volume
 File Arrangement: Chronological
 Audit: State

This is a record of disbursements and the funds from which they were paid. Specifically, the entries include: the date, amount of funds brought forward, the payee or vendor's name, check number, the net cash amount of the check, and the account chargeable for the disbursement (accounts payable, State treasurer, petty cash, or special funds).

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS

16. CASH DISBURSEMENTS DISTRIBUTION (SUBSIDIARY ACCOUNT)

Size: 14" x 12" x 1"
 Dates: 1923 - 1930
 Quantity: 3 volumes
 File Arrangement: Chronological within each month
 Audit: State

The Cash Disbursements Distribution books are a record of cash disbursements for purchases from the Central Purchasing Bureau. Entries include: the date on which the requisition was sent to the Central Purchasing Bureau, date of return by the Central Purchasing Bureau, the date paid, and the amount of the payment entered under the appropriate account (stores, fuel, supply, or capital outlay).

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS

17. TREASURER'S CASH BOOK

Size: 12" x 8" x $\frac{1}{2}$ "
 Dates: 1904-1909
 Quantity: 1 volume
 File Arrangement: Chronological
 Audit: State


The Treasurer maintained a record of expenditures approved by the Finance Committee of the Board of Visitors. It shows the date, payee or vendor's name, the type of merchandise purchased, the check number, the voucher number, and the amount of the expenditure.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.

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18.	<p><u>TREASURER'S CASH BOOK</u></p> <p>Size: 12" x 8" x $\frac{1}{2}$" Dates: 1904-1909 Quantity: 1 volume File Arrangement: Chronological Audit: State</p> <p>The Treasurer maintained a record of expenditures approved by the Finance Committee of the Board of Visitors. It shows the date, payee or vendor's name, the type of merchandise purchased, the check number, the voucher number, and the amount of the expenditure.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.</p>	
19.	<p><u>VOUCHER REGISTER</u></p> <p>Size: 15" x 12" x 1" Dates: 1901-1915, 1915-1921 Quantity: 4 volumes File Arrangement: Chronological within each month Audit: State</p> <p>The Voucher Register contains the following entries arranged in columnar form: the date, voucher number, in whose favor and other particulars on the voucher, the Treasurer's check number in payment of the voucher, and the ledger folio. The debit breakdown includes maintenance, administrative expenses, lands and buildings, and miscellaneous.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
20.	<p><u>PURCHASE RECORD BOOKS</u></p> <p>Size: 15" x 14" x 1" Dates: 1921 - - Quantity: 11 volumes (1.5 cubic feet) File Arrangement: Chronological Audit: State</p> <p>The Purchase Record Books are an inventory record of stores items purchased and the amount paid for each type of item. The name of the vendor is shown in later record books. This record is currently maintained in a perpetual inventory (card-type). A record of salaries paid appears in two of the volumes for the period 1923-1939.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS</p> <p>SEP 15 1957</p> <p><i>[Signature]</i></p> <p>SECRET</p>

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21.	<p><u>GENERAL JOURNAL</u></p> <p>Size: 15" x 12" x 1" Dates: 1923 - - Quantity: 3 volumes File Arrangement: Chronological Audit: State</p> <p>The General Journal contains a record of the State Treasurer's appropriation from general funds, accounts payable, bills over one hundred dollars paid by the Comptroller, capital surplus, fuel outlay, and a listing of stores purchased.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
22.	<p><u>DRUG BOOKS</u></p> <p>Size: 10" x 8" Dates: 1950 - - Quantity: c. 500 books (7 cubic feet) File Arrangement: By year and therein by type of drug Annual Accumulation: 1 cubic foot Disposable Amount: 1 cubic foot Audit: State</p> <p>The Drug Books are a record of each type of drug administered to individual inmates at Rosewood. An individual Drug Book includes the following information on the administration of a particular drug: the date, the name of the patient, the amount of the dosage, time of administration, administering doctor, the person administering, and the balance on hand. These records are utilized during the periodic audit. A record of drugs administered is available in the Patients' Medical Record Folder (Schedule 276, Item 1).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
23.	<p><u>CONTRACTS</u></p> <p>Size: 8½" x 11" Dates: 1947 - - Quantity: 2 cubic feet File Arrangement: Alphabetical by company or individual Annual Accumulation: Less than ½ cubic foot Disposable Amount: 1 cubic foot</p> <p>This file, maintained by the Administrative Assistant to the Superintendent, contains contracts for building construction and miscellaneous deferred maintenance repairs.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS</p> <p>SEP 16 1957</p> <p><i>[Signature]</i></p>

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6. Recommendation
of Hall of Records
and Board of Public
Works.

24. ADMINISTRATIVE RECORDS OF THE TREASURER

Size: 8½" x 14" folded to 9" x 4"

Dates: 1903-1913

Quantity: 1.5 cubic feet

File Arrangement: Separate drawer for each type of
material mentioned below

This file appears to have been maintained by the Treasurer and contains material relating to capital improvements. Specifically, the file includes the following types of records arranged in separate drawers: treasurer's fidelity and guarantee bonds; contracts, specifications, and correspondence concerning the construction of a private roadway; refrigeration estimates; heating and power plant estimates; requisitions for supplies and equipment; herd certificates; treasurer's statements and reports; farm matters; contracts for new buildings; land purchases.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.

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